

COAH

Council on Affordable Housing

CTM

Project - Units Training



Agenda

- **Accessing the CTM System**
- **Overview of CTM System**
- **Break**
- **Project-Units Monitoring**
- **Data Entry Practice**



What is COAH?

The Council on Affordable Housing (COAH) facilitates the production of sound, affordable housing for low and moderate-income households by providing the most effective process to municipalities, housing providers, nonprofit and for profit developers.



What is CTM?

- **A comprehensive, integrated data management and analysis application that enables COAH to manage mission-critical information and administer the COAH Program**
- **A web-based relational database, customized to organize and implement the tasks of the COAH business process**



Getting Access to CTM

You must have...

- A **Log On ID** and **Password** to “My New Jersey”
- A **COAH Authorization Code**

Refer to the “Introduction” section of the “CTM External User Guide” for detailed instructions.



My New Jersey

- At the NJ website, click **Register**
- Enter requested information
- Create myNewJersey account
- Logout
- Login again

A screenshot of the myNewJersey registration form. The form is titled "myNewJersey" and includes the following fields: Log On ID, Password, Retype your password, First name, Last name, Question you want us to ask, Your answer, Email address, and Retype your email address. A "Create myNewJersey Account" button is located at the bottom. A note on the right side of the form states: "If you forget your password in the future, the system will ask you the question you enter at left. If the answer you give then matches the answer you enter now, the system will send your password to the email address you provide here." Below the form, there is a warning: "Take a moment to review your sign-up information and be sure it's correct before you click the Create Account button." and a "Create myNewJersey Account" button.

COAH Authorization Code

- Receive COAH Authorization Code email
- Login to My New Jersey
- Click enter authorization code

Continued...



COAH Authorization Code

- Copy and paste COAH Authorization Code
- Click Finished

Enter Your myNewJersey Authorization Information

1. If you've been given an authorization code, type or "paste" it into the box below (otherwise, click "Cancel").
2. Click the "Finished" button.
3. Your code will be verified and your profile will be updated with your new role.
4. If the update is successful, the myNewJersey portal will end your current session and, after a few seconds, will return your browser to the login page.
5. Please log back in and verify that your myNewJersey desktop includes the content for your new role.

Enter your authorization code:



Accessing CTM

- Login to My New Jersey
- Click the **Council on Affordable Housing** hyperlink

The screenshot shows the My New Jersey website interface. At the top, it says "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY" with a search bar and navigation links like "Services A to Z", "Departments/Agencies", and "FAQs". Below this is a user profile section for "Victoria Horrocks" with options for "logout", "change profile", "enter authorization code", "choose start page", "content", "layout", and "help". There are several service tiles: "Premier E-Business Services" with a "Sign up for Premier E-Business Services" link, "DCA Applications", and "New Jersey Events" with a "Travel Guide" link. A yellow arrow points to the "Council on Affordable Housing" link in the bottom left corner of the page.

CTM Help

- Phone Help
 - 609-292-3000
- CTM online Help
 - In the CTM Navigation Bar, click **External Help** under **Help**

Continued...

The screenshot shows the COAH website navigation bar. The header includes "COAH council on affordable housing" and "Tracking and Monitoring". The navigation bar has links for "Municipalities", "Plans", "Reports", and "Help". The "Help" link is expanded, showing "Help" and "External Help" as sub-options. A mouse cursor is pointing at "External Help". The text "Coah Build:6.03" is visible in the bottom right corner.

CTM Help

- **CTM online Help**
 - Action items are bulleted • (that means you need to do something – enter, select, etc.)
 - Field names are **bold**
 - Screen shots and graphics have been added wherever possible
 - [Hyperlinks](#) jump to other sections, definitions, and/or instructions



CTM Features and Platform

- **Comprehensive, integrated data management and analysis application**
- **Manage mission-critical information and administer the COAH Program**
- **Web-based relational database**
- **Save each page before going on to another screen, or **your input will be lost****



System Features to Keep in Mind

- Turn off ALL pop-up blocker(s)
- Do not use—
 - Ampersand
 - Apostrophe
 - Quotes
 - Double dash
- Ampersand and apostrophe OK if—
 - Name or organization
 - In a street or city address



Continued...

System Features to Keep in Mind

- Fields have a pre-determined length
- All dates must be entered with a four digit year – example: 1/11/2007
- You may open multiple screens – but **Save each one**
- Select a column heading to sort the column



Continued...

System Features to Keep in Mind

- Records are never actually deleted
- To **Search** – use partial name, otherwise, spelling must be *exactly* as in CTM
- Highlight items to select them



Continued...

System Features to Keep in Mind

- Do not use the mouse “scroll” feature - use the tab key or Windows scroll bar
- Use navigational arrows (<< < and > >>) to move to multiple screens
- Multiple pages—
 - Example: “Items 1 – 10 of 25” at the bottom of a list means - 10 items on the current page, another 15 items on successive pages

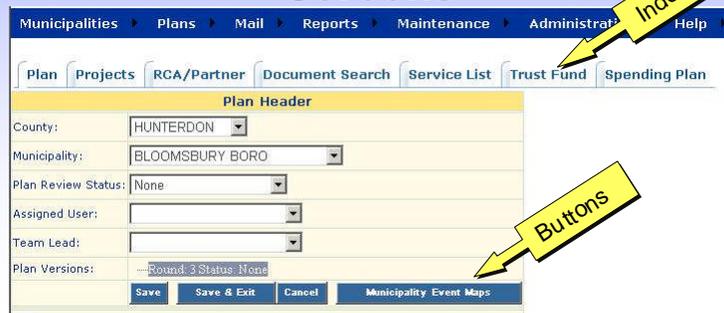


Navigating CTM

Navigation Bar



Screens



Overview of CTM Screens

- **Your assigned Role in CTM determines—**
 - How your Navigation bar will look
 - Which screens are available to you
 - What each screen will look like
 - Which CTM components you can **Edit, Add, Delete, Remove**
 - Which CTM components you can **View**



Municipalities Municipal Information

- **Basic information about your municipality**
- **Entered by COAH Administrative Staff**
- **Verify that your information is correct**
- **Notify COAH if you find errors or omissions**

Municipality Entry	
Municipality:	ANY CITY, ATLANTIC - Muni Code:
Address 1:	City: <input type="text" value="Municipal Complex"/>
Address 2:	<input type="text" value="500 Mill Road"/>
City:	<input type="text" value="Any City"/>
Zip:	<input type="text" value="12345"/> - <input type="text"/>

Plans Plan Header

- **The “front door” to your Plan**
- **Illustrates the most recent version of your Plan**
- **Index tabs access different elements of your Plan—**
 - **Plan (Header)**
 - **Projects**
 - **RCA/Partner**
 - **Service List**
 - **Trust Fund**
 - **Spending Plan**

Plan Header	
County:	<input type="text" value="ATLANTIC"/>
Municipality:	<input type="text" value="ANYWHERE"/>
Plan Review Status:	<input type="text" value="None"/>
Assigned User:	<input type="text"/>
Team Lead:	<input type="text"/>
Plan Versions:	<input type="checkbox"/> Round: 3 Status: Filed <input type="checkbox"/> Round: 3 Status: None
<input type="button" value="Cancel"/>	

Plans Plan Detail

- **Comprehensive information about your municipality's Plan**
- **Verify that your information is correct**
- **Notify COAH if you find errors or omissions**

Plan Detail	
Municipality:	ANY TWP, MONMOUTH County - Muni Code: ###
COAH Round Number:	3 <input checked="" type="checkbox"/> Current Version
Certification Type:	COAH
Last Approved Version:	
Plan Status:	1st Re-petition (Qualifier) Plan Counts
Submission Date:	1/1/2007 <input type="text"/> Action Date: <input type="text"/>

Projects Project List

- **Lists all the Projects in your municipality's Plan, including RCAs and/or Partnerships**
- **Affordable Housing Units used to satisfy the municipality's affordable housing obligation**

Search Project <input type="text"/> <input type="button" value="Search"/>							
Project List							
Municipality: ANY CITY, ATLANTIC County - Muni Code: ### Round: 3, Status: Filed							
View	Project Name	Project Number	G/S	Project Type	Prior Round Proposed Credit	Growth Share Proposed Credit	
<input type="button" value="View"/>	WindyWays Project			New Construction - 100% Affordable			<input type="button" value="Detail"/> <input type="button" value="Counts"/>
<input type="button" value="View"/>	Atlantic City - Project ABC (20 units)	abs1	S	Inclusionary Development			<input type="button" value="Detail"/> <input type="button" value="Counts"/>
<input type="button" value="View"/>	Corbin - Project ABC (10 units)	abs1	S	Inclusionary Development			<input type="button" value="Detail"/> <input type="button" value="Counts"/>
<input type="button" value="View"/>	Group - Project ABC	abs1	G	Inclusionary Development			<input type="button" value="Detail"/> <input type="button" value="Counts"/>

Projects

- **Project Header**
 - Illustrates current information about a project
- **Project Detail**
 - More detailed information about a project
 - Keeps a history of the project that can be copied to other versions of the Plan

Detailed information later...



Projects Project Units

- **Individual low-income dwellings (new construction or rehab) in a Project**



RCA/Partnerships

RCA

- Agreement between two municipalities in the same housing region
- **Sending** municipality conveys the low and moderate income housing responsibility to a **receiving** municipality
- **Sending** municipality contributes funds
- Only the **sending** municipality receives the credits toward its Fair Share Obligation
- Must be approved by COAH prior to the transfer of funds



RCA/Partnerships

Partnership

- Agreement between two or more municipalities in the same housing region to build low and moderate income housing units
- Allots a specific number of credits to each municipality
- Each municipality contributes resources (funding, sewer, water, land, etc.)
- Partnership must be approved by COAH



RCA/Partnerships

- Recorded in the **sending** municipality's CTM records
- Includes all the **sending** municipality's RCAs and/or Partnership agreements
- Records indicate the **receiving** municipality for each agreement



RCA/Partnerships Sending List

- Directory of all the people involved in the RCA or Partnership
- Each contact's Role in the RCA or Partnership
- The **RCA/Partnership Service List** may be printed onto mailing labels



Trust Fund

- Bank account containing revenue collected and held by a municipality in an interest bearing bank account
- Designated for affordable housing

Continued...

Plan	Projects	RCA/Partner	Service List	Trust Fund	Spending Plan
Trust Fund					
Municipality:	ANYTOWN , ATLANTIC County - Muni Code: ###				
Bank:	<input type="text"/>				
Address:	<input type="text"/>				
City:	<input type="text"/>				
State:	New Jersey				
Zip:	<input type="text"/> <input type="text"/>				
Account Number:	<input type="text"/>				
COAH Escrow Agreement Date: (Original)	<input type="text"/>	Most Recent:	<input type="text"/>		
Date COAH Approved Dev. Fee Ordinance: (Original)	7/10/2007	Most Recent:	<input type="text"/>		
Date Municipality Adopted Dev. Fee Ordinance:	<input type="text"/>		<input type="text"/>		

Trust Fund

- Income source = **Development Fee Ordinance**
 - Approved by COAH or the courts
 - allows the municipality to collect fees from developers who are building in the municipality
- Income from fees is deposited in an interest bearing bank account



Continued...

Trust Fund

- In addition to development fees, the municipality may deposit—
 - Payments in lieu of construction
 - Barrier free escrow funds
 - Recapture funds
 - Proceeds from the sale of AVs
 - Rental income
 - Loan repayments
 - Enforcement fines
 - Application fees



Spending Plan

- Submitted by Municipalities to COAH
- How Trust Fund revenue will be expended
- Reviewed and approved by COAH before any funds dispersed

Continued...

Spending Plan													
Municipality:		ANYTOWN, MORRIS County - Muni Code: 0000											
Round:		3, Status: Certified											
Spending Plan Approval Date:		12/7/2006											
Waiver Applies:		<input type="checkbox"/>											
Income:													
Balance Remaining from Prior Round: 551,542.59 As of Initial Petition Date: 9/9/2005													
Source	Projected	To Date	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Development Fees	1903555	456,942.50	170,674.00	284,268.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Interest Earned	33000	2,007.14	932.48	1,094.66	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Income	50000	12,073.04	3,000.00	9,073.04	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Payments in Lieu of Construction	1932000	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total	3,995,665.00	471,042.68											
Remaining Balance + Projected Income: 4,547,207.59													

Spending Plan

- **Three different categories of financial information**
 - Income
 - Expenses
 - Other
- **The Spending Plan in CTM is “view only” to external users.**



Continued...

Reports

- **Monitoring Activity Reports**
 - Project Detail
 - Project Header
 - Project Unit Detail
 - RCA/Partnership Detail
 - RCA Bank
 - Trust Fund Transaction Details
- **RCA Reports**
 - Projects
 - Banks



Break



15 Minutes

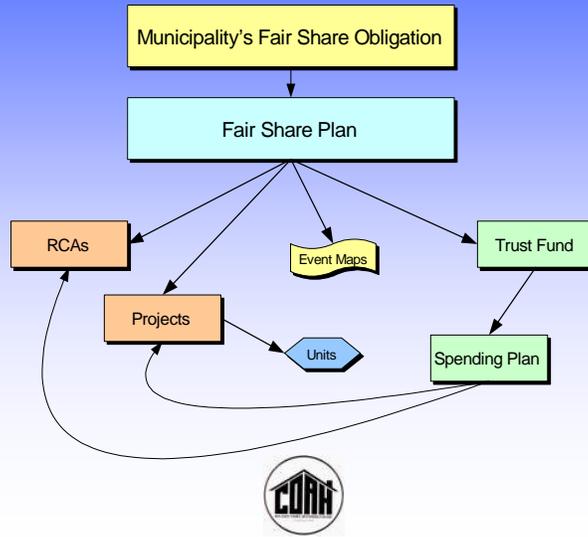


Projects

- **What are Projects?**
 - Major element of a Fair Share Plan
 - Provide Credits
 - Help satisfy the Fair Share Obligation



Projects



Accessing the Project List

- At the CTM Navigation Bar—
- Under Plans - click List



Accessing the Project List

At the Plan List—

- Click View



Municipalities > Plans > Reports > Help > Coah Build 6.03

Plan List
1
Items 1 - 1 of 1.

	Municipality	Current Round	Initial Filing Date	Plan Review Status	Assigned User	Team Lead
View	ANY COUNTY CITY-ATLANTIC	3-Filed	08-29-2006	None		

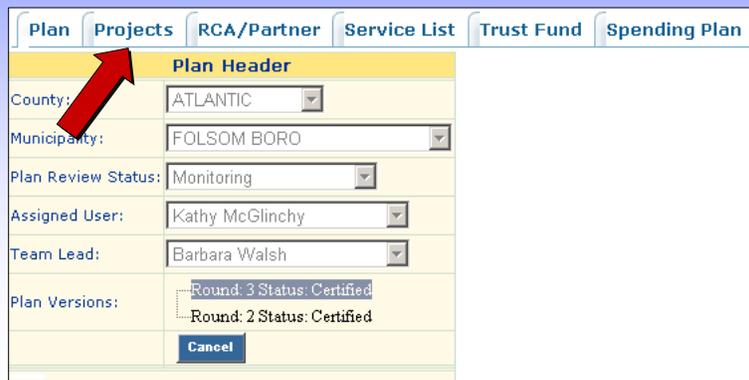
Items 1 - 1 of 1.
1



Accessing the Project List

At the Plan Header—

- Click the Projects index tab



Plan **Projects** RCA/Partner Service List Trust Fund Spending Plan

Plan Header

County: ATLANTIC

Municipality: FOLSOM BORO

Plan Review Status: Monitoring

Assigned User: Kathy McGlinchy

Team Lead: Barbara Walsh

Plan Versions:
Round: 3 Status: Certified
Round: 2 Status: Certified

Cancel

Project List

At the Project List—

- Scroll or Search to find the desired Project
- Click the Project's Edit button

Plan Projects RCA/Partner Service List Trust Fund Spending Plan									
Search Project <input type="text"/> <input type="button" value="Search"/>									
Project List									
Municipality:		FOLSOM BORO, ATLANTIC County - Muni Code: 0110							
		Round: 3, Status: Certified							
	Project Name	Project Number	G/S	Project Type	Prior Round Proposed Credit	Growth Share Proposed Credit			
Edit	ABC Builders	fol1		Inclusionary Development			Detail	Counts	Units
Edit	Accessory Apartment Program			Accessory apartments			Detail	Counts	Units
Edit	Apple Tree Village			Inclusionary Development			Detail	Counts	Units
Edit	ARC - Valley Road			Alternative Living Arrangements			Detail	Counts	Units
Edit	Buy-Down Program			Buy-Down			Detail	Counts	Units
Edit	Folsom Rehab Program			Rehab			Detail	Counts	Units
Edit	Folsom Senior Housing			New Construction - 100% Affordable			Detail	Counts	Units
Edit	Magnolia Land	fol1		New Construction - 100% Affordable			Detail	Counts	Units
Edit	Vista Hills			Inclusionary Development			Detail	Counts	Units

Project Header

- Current Project information
- **Yellow** fields - External Project/Unit Monitoring
- White fields - COAH staff
- Buttons - additional functions & links to other screens

Plan Projects RCA/Partner Service List Trust Fund Spending Plan	
Project Header	
Municipality:	FOLSOM BORO, ATLANTIC County - Muni Code: 0110 Round: 3, Status: Certified
Project ID:	13028
COAH Project Number:	<input type="text"/>
Project Name:	<input type="text" value="Accessory Apartment Program"/>
	All Known Names: <input type="text" value="Accessory Apartment Program"/> <input type="button" value="Remove Project Name"/>
	Create New Name: <input type="text"/> <input type="button" value="Save Project Name"/>
Codes and Standards ID:	<input type="text"/>
Project Status:	<input type="text" value="Proposed/Zoned"/> *

Project Header

External Project/Unit Monitoring Capabilities

- **Change the Project Name**
- **Update the Project Status and Date**
- **Add Monitoring Comments**

Project Status:	Proposed/Zoned *
Project Status Date:	
Project Type:	Accessory apartments
Proposed Credit Count:	10 Project Counts
Approved Credit Count:	10
Sending County:	
Sending Municipality:	
Select:	<input type="checkbox"/> Group <input type="checkbox"/> Split
Monitoring Comments:	
Save Save and Exit Cancel Project Details	

Project Detail

- **At the Project Header screen, click the Project Details button at the bottom of the page**
or
- **At the Project List, click the Detail button for the desired Project**



Project Detail

- More comprehensive information about a Project
- History of the Project that can be copied to other versions of the Plan
- **Yellow** fields - External Project/Unit Monitoring
- White fields - COAH staff
- Buttons = additional functions and links to other screens



Project Detail

External Project/Unit Monitoring Capabilities

- Address
- Block, Lot & Qualifier
- Acreage
- Sponsor
- Developer
- Planning Regions
- Market Units
- Association Fee
- Average Range of Affordability



Continued...

Project Detail

External Project/Unit Monitoring Capabilities

- **Hard Costs & Administration Costs**
- **Payment in Lieu/Growth Share**
- **Funds Committed**
- **Funding Sources**
- **Effective Date of Affordability Controls**
- **Length of Affordability Controls**
- **Date Affordability Controls Removed**
- **Monitoring Comments**



Project Counts

- **Tally of Proposed and Actual Affordable Housing Units for various categories of housing**
- **Information in this section comes from the fair share plan**
- **Project Counts are “view only” to External Users**



Project Counts

At the Project List—

- Scroll or Search to find the desired Project
- Click the Project's Counts button

Plan Projects RCA/Partner Service List Trust Fund Spending Plan									
Search Project <input type="text"/> <input type="button" value="Search"/>									
Project List									
Municipality: FOLSOM BORO, ATLANTIC County - Muni Code: 0110 Round: 3, Status: Certified									
	Project Name	Project Number	G/S	Project Type	Prior Round Proposed Credit	Growth Share Proposed Credit			
Edit	ABC Builders	fol1		Inclusionary Development			Detail	Counts	Units
Edit	Accessory Apartment Program			Accessory apartments			Detail	Counts	Units
Edit	Apple Tree Village			Inclusionary Development			Detail	Counts	Units
Edit	ARC - Valley Road			Alternative Living Arrangements			Detail	Counts	Units
Edit	Buy-Down Program			Buy-Down			Detail	Counts	Units
Edit	Folsom Rehab Program			Rehab			Detail	Counts	Units
Edit	Folsom Senior Housing			New Construction - 100% Affordable			Detail	Counts	Units
Edit	Magnolia Land	fol1		New Construction - 100% Affordable			Detail	Counts	Units
Edit	Vista Hills			Inclusionary Development			Detail	Counts	Units

Project Counts

To access the Project Count Detail screen for any one of the Categories—

- Click the Category's View button

Project Counts														
		Proposed AHU	Prior Round Credits			Growth Share Credits			Actual AHU		Monitoring			
		Category	Proposed	Creditworthy	Approved	Proposed	Creditworthy	Approved	Completed	Creditworthy	Creditworthy	Approved	Creditworthy	Approved
	View	Rehab	10			10		10	1	1				
	View	Rehab												
	View	Unmet Need Units												
	View	Completed New												
	View	Completed Rehab												



Project Count Detail

Comprehensive information about each of the Project Count Categories

Plan	Projects	RCA/Partner	Service List	Trust Fund	Spending Plan						
Project Count Detail											
Municipality:	FOLSOM BORO, ATLANTIC County - Muni Code: 0110 Round: 3, Status: Certified Project Name: Accessory Apartment Program Project Number:										
Categories:	<table border="1"> <tr> <td>All:</td> <td>Action:</td> <td>Selected:</td> </tr> <tr> <td> <ul style="list-style-type: none"> 1 Bedroom 2 Bedroom 3 Bedroom Accessible </td> <td> <input type="button" value="Add"/> <input type="button" value="Remove"/> </td> <td>New Construction</td> </tr> </table>					All:	Action:	Selected:	<ul style="list-style-type: none"> 1 Bedroom 2 Bedroom 3 Bedroom Accessible 	<input type="button" value="Add"/> <input type="button" value="Remove"/>	New Construction
All:	Action:	Selected:									
<ul style="list-style-type: none"> 1 Bedroom 2 Bedroom 3 Bedroom Accessible 	<input type="button" value="Add"/> <input type="button" value="Remove"/>	New Construction									
Proposed AHU:	<input type="text" value="10"/>										
Prior Round:	Proposed: <input type="text"/>	Creditworthy: <input type="text"/>	Approved: <input type="text"/>								
Growth Share:	Proposed: <input type="text" value="10"/>	Creditworthy: <input type="text"/>	Approved: <input type="text" value="10"/>								
Monitoring Prior Round:	Creditworthy: <input type="text"/>		Approved: <input type="text"/>								
Monitoring Growth Share:	Creditworthy: <input type="text"/>		Approved: <input type="text"/>								
<input type="button" value="Cancel"/>											

Project Units

Project Units are the individual completed housing units (new construction or rehab) in a Project



Add Project Units

At the Project List—

- Scroll or Search to find the desired Project
- Click the Project's Units button

Plan Projects RCA/Partner Service List Trust Fund Spending Plan									
Search Project <input type="text"/> Search									
Project List									
Municipality: FOLSOM BORO, ATLANTIC County - Muni Code: 0110 Round: 3, Status: Certified									
	Project Name	Project Number	G/S	Project Type	Prior Round Proposed Credit	Growth Share Proposed Credit			
Edit	ABC Builders	fol1		Inclusionary Development			Detail	Counts	Units
Edit	Accessory Apartment Program			Accessory apartments			Detail	Counts	Units
Edit	Apple Tree Village			Inclusionary Development			Detail	Counts	Units
Edit	ARC - Valley Road			Alternative Living Arrangements			Detail	Counts	Units
Edit	Buy-Down Program			Buy-Down			Detail	Counts	Units
Edit	Folsom Rehab Program			Rehab			Detail	Counts	Units
Edit	Folsom Senior Housing			New Construction - 100% Affordable			Detail	Counts	Units
Edit	Magnolia Land	fol1		New Construction - 100% Affordable			Detail	Counts	Units
Edit	Vista Hills			Inclusionary Development			Detail	Counts	Units

Add Project Units

- To begin entering Units, click the Add button

Plan	Projects	RCA/Partner	Service List	Trust Fund	Spending Plan
Project Units					
Add		Print New Construction		Print Rehab	
FOLSOM BORO, ATLANTIC County - Muni Code: 0110					
Municipality: Round: 3, Status: Certified					
Project Name: ABC Builders Project Number: fol1					
No data found.					
Counts			Return		



Add Project Units

- Enter or Select Project Unit information

Plan	Projects	RCA/Partner	Document Search	Service List	Trust Fund	Spending Plan
Project Unit						
Municipality:	FOLSOM BORO, ATLANTIC County - Muni Code: 0110					
	Round: 3, Status: Certified					
	Project Name: Accessory Apartment Program Project Number:					
Unit ID:	12042					
External Key:						
Address:	19 Main Street					
	Block:	87				
Block and Lot:	Lot:	3				
	Qualifier Number:		Unit/Apt#	3		
Categories:	All:	Action:	Selected:			
	LIHTC Credits	Add Remove	Rental			
	GS Rental Bonus		New Construction			
	Extension of Controls		Low Income			
	Rehab		Family			
Flags:	All:	Action:	Selected:			
	95/5 Rule	Add Remove				
	DO NOT USE - REMOVE					
	Estate					
	Expiration of Controls					

Add Project Units

- If the Units are New Construction, complete the New Construction Units section...

New Construction Units	
Housing Type:	Apartment
Building Permit	
Completion Date:	
Credit Applies to Round:	0
Certificate of Occupancy Number:	
Date CO Issued:	
Initial Price Of the Unit (Sale/Rental):	785
Affordability %:	47
Municipal Subsidy Amount:	20000
Date of Sale/Transfer:	



Add Project Units

- If the Units are Rehab, complete the **Rehabilitation Units** section...

The screenshot shows a form titled "Rehabilitation Units" with the following fields and sections:

- Final Inspection Date: [text input]
- Funds Expended on Hard Costs: [text input]
- Development Fees Expended: [text input]
- Funds Recaptured: [text input]
- Systems Repaired: A list box containing "Electrical", "Heating", "Lead Paint Abatement", and "Loading Bearing System". To the right of the list box are "Add" and "Remove" buttons.
- Action: [text input]
- Selected: [text input]



Add Project Units

- Complete the **All Units** section
- **Comments** = pre-populated with "Add New"
- **Save**

The screenshot shows a form titled "All Units" with the following fields and sections:

- Effective Date of Affordable Controls: 3/9/2005
- Length of Affordable Controls in Years: 30 (with a "Perpetual" checkbox)
- Date Affordable Controls Expires: 3/9/2035
- Date Affordable Controls Removed: [text input]
- Completed Units: Total: 1, Creditworthy: 1
- Comments: [text area]
- Buttons at the bottom: Save, Save & Add New, Save & Exit, Duplicate, Cancel



Edit Project Units

At the Project Units screen—

- Click the **Edit** button for the Project



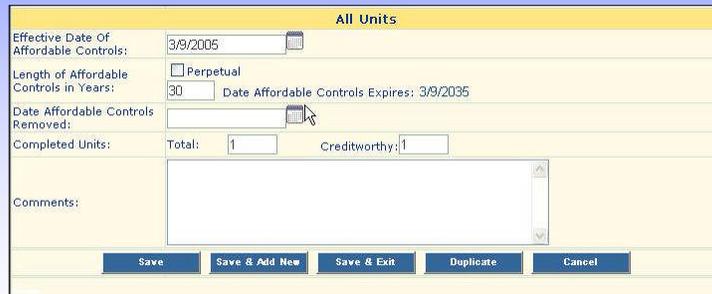
The screenshot shows a web application interface for managing project units. At the top, there are navigation tabs: Plan, Projects, RCA/Partner, Document Search, Service List, Trust Fund, and Spending Plan. Below these is a header for 'Project Units' with buttons for 'Add', 'Print New Construction', and 'Print Rehab'. The main content area displays project details: Municipality: FOLSOM BORO, ATLANTIC County - Muni Code: 0110; Round: 3, Status: Certified; Project Name: Accessory Apartment Program; Project Number: [blank]. A table lists project units with columns: Completed, Creditworthy, Address, Block, Lot, Qualifier, and Unit. The first row shows 1 completed and 1 creditworthy unit at 19 Main Street, Block 87, Lot 3, with a unit number of 3. An 'Edit' button is located to the left of the first row, highlighted by a red arrow. Below the table are buttons for 'Edit Units', 'Counts', and 'Return'.

	Completed	Creditworthy	Address	Block	Lot	Qualifier	Unit
Edit	1	1	19 Main Street	87	3		3



Edit Project Units

- **Modify or add information, as needed**
- **Enter Comments (standardize)**
- **Save**



The screenshot shows the 'All Units' edit form. It contains several input fields: 'Effective Date of Affordable Controls' (3/9/2005), 'Length of Affordable Controls in Years' (30), 'Date Affordable Controls Expires' (3/9/2035), 'Date Affordable Controls Removed' (blank), 'Completed Units' (Total: 1, Creditworthy: 1), and a 'Comments' text area. At the bottom, there are five buttons: 'Save', 'Save & Add New', 'Save & Exit', 'Duplicate', and 'Cancel'.



Duplicating Units

If you will be entering information on several Units that have the same basic information, you may use the CTM Duplicate feature.



Duplicating Units

After saving the first Unit—

- Click the **Duplicate** button
- Enter the number of additional Units
- Click **OK**

The screenshot shows the 'All Units' application window. The main window has a yellow title bar and contains several input fields: 'Effective Date of Affordable Controls' (4/22/2008), 'Length of Affordable Controls in Years' (10), 'Date Affordable Controls Removed', 'Completed Units' (Total: 8), and 'Monitoring Comments'. A red status bar at the bottom indicates 'Data Saved Successfully.' and contains buttons for 'Save', 'Save & Add New', 'Save & Exit', 'Duplicate', and 'Cancel'. An 'Explorer User Prompt' dialog box is overlaid on the 'Completed Units' field, asking 'How many duplicates you need?' with 'OK' and 'Cancel' buttons. A yellow arrow points to the 'Completed Units' field, and a red arrow points to the 'Duplicate' button.

Duplicating Units

The screen will display the Units that you created.
All of them will have the same information – so you need to **Edit** each one with any information that is different.



Duplicating Units

- Click the **Edit Units** button

Plan Projects RCA/Partner Service List

Project Units Add

Municipality: GREAT BORO, BERGEN County - Muni Code: ####
Round: 3, Status: None
Project Name: Bergenfield Meadows Project Number:

	Completed	Creditworthy	Address	Block	Lot	Qualifier	Unit
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100
Edit	1	1	100 Smith Street	141	9		100

Edit Units Counts Return

Duplicating Units

- Edit the information on each Unit
- Enter Monitoring Comments (standardize)
- Save Edit

Project Units Add										
Municipality: GREAT BORO, BERGEN County - Muni Code: ### Round: 3, Status: None Project Name: Bergenfield Meadows Project Number:										
	Completed	Credit worthy	Address	Block	Lot	Qualifier	Unit	Monitoring Comments		
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		101			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			

Duplicating Units

To edit information not included on the Project Units list screen—

- Click the **Edit** button for the desired Unit

Project Units Add										
Municipality: GREAT BORO, BERGEN County - Muni Code: ### Round: 3, Status: None Project Name: Bergenfield Meadows Project Number:										
	Completed	Credit worthy	Address	Block	Lot	Qualifier	Unit	Monitoring Comments		
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		101			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			
Edit	1	1	100 Smith Street	141	9		100			

Duplicating Units

- **Modify the Project Unit Information, as needed**
- **Add Monitoring Comments**
- **Save**

Plan	Projects	RCA/Partner	Document Search	Service List	Trust Fund	Spending Plan
Project Unit						
Municipality:	FOLSOM BORO, ATLANTIC County - Muni Code: 0110					
Round:	3, Status: Certified					
Project Name:	Accessory Apartment Program Project Number:					
Unit ID:	12042					
External Key:						
Address:	<input type="text" value="19 Main Street"/>					
Block:	<input type="text" value="87"/>					
Block and Lot:	Lot: <input type="text" value="3"/>					
Qualifier Number:	<input type="text" value=""/>					
Unit/Apt#	<input type="text" value="3"/>					
Categories:	All:		Action:		Selected:	
	LIHTC Credits		Add		Rental	
	GS Rental Bonus		Remove		New Construction	
	Extension of Controls				Low Income	
	Rehab				Family	

Unit Reports



Monitoring Due Dates

- Enter all data through 6/30/08 no later than 9/1/08
- Notify COAH that all data has been entered by submitting a monitoring certification form
- Once you submit the monitoring certification, begin entering post 6/30/08 data (as activity occurs)
- All data through 2008 will be due by 1/30/09
- After that, data will be due semi-annually



Reminder

- When you get back to your office—
 - Register on My New Jersey
 - Use the COAH Authorization Code from the email to access CTM

Refer to the “Introduction” section of the “CTM External User Guide” for detailed instructions.

